

OFFICIAL MINUTES

May 21, 2019

Board of Trustees
Cascade Public Library

Call to Order: The meeting was called to order at 5:37.

Board Members Present: Jonne Hower, Jolinda Huckaby, Mary Heinrichs

Also in attendance: Amelia Valasek, Library Manager. Denise Tangen, City Council Library Liaison

Open Discussion

Jonne passed out a copy of "Trustee Roles and Responsibilities" from ICfL

Jonne encouraged everyone to recruit new Board members.

Amelia passed out thank-you cards for donors.

Approval of Minutes

December 18 Minutes Discussion – Group members agreed that December 18 minutes were not ready for approval at this time.

ASSIGNMENT: December 18 –Jolinda will review and revise minutes and attached grant table and have ready for review at June Board meeting.

ASSIGNMENT: Jonne will give Jolinda the hard copy of grant table with scrivener's notes.

April 16 Minutes Discussion – Minor name change from "Rodgers" to "Rogers."

MOTION: Jolinda moved to approve minutes from April 16th with correction. Mary seconded. All voted in favor.

Financials

Jonne relayed that the City Clerk advised we should take action on financial statement, Bills, and Payroll separately.

Jolinda asked for more details about why Equipment Repair and maintenance was at 90% of budget. The year to date detailed ledger (provided by the Library Manager) shows that IT services was the major expense billed in November 2018. Jolinda commented that we should see about what we can accomplish without using IT services. Jonne wanted to make sure we have long-term consistency with our computer architecture and set-up.

Upon review of the current month detailed ledger, the Library also had an invoice from IT Services billed in April under Operating Supplies. For consistency, this item needs to be adjusted to Equipment Repair and Maintenance.

ASSIGNMENT: Amelia will work with Clerk to make a ledger correction to move IT Services in April ledger from *Operating Supplies* to *Equipment and Repair*.

MOTION: Jolinda moved to approve the Financials with a line-item correction for IT services. Jonne seconded. All voted in favor.

April Bills (Ledger)

MOTION: Jonne moved to approve detailed ledger with the ledger adjustment for IT services. Jolinda seconded. All voted in favor.

Payroll

Jonne stated that the current format of the payroll report required a lot of documentation and paper. Amelia suggested she could bring a single copy of the time sheets but not include them in the board packet. Jolinda suggested all the board needs is the 1-page summary that the manager puts together, and the manager brings the payroll register and time sheets if board members want to review. The rest of the Board members felt this was a good idea.

ASSIGNMENT: Amelia will change the format of the payroll report included in the Board Packet beginning with the June Board meeting.

MOTION: Mary moved to approve the payroll report. Jolinda seconded. All voted in favor.

Manager's Report

Several people had suggestions and recommendations for recruiting new Board members. Suggestions included asking the Clerk to post the Board vacancy on city website, announce the vacancy at the Chamber meeting, reach out to Shauna Arnold with Horizons.

Budget

In the interest of time and pending deadlines, the Board moved directly into the FY19-20 Budget Presentation.

Amelia presented a draft budget that included three different scenarios as starting points for discussion. As part of this presentation, Amelia provided background and rationale for the figures provided in each line of the budget and answered questions from the Board as appropriate.

MOTION: Jonne moved that the Board approve Scenario #3 of the Draft Budget with the noted changes of \$400 in Capital Investment and \$4,500 in Collection Development for the Fiscal Year 19-20. Jolinda seconded. All voted in favor.

ASSIGNMENT: Amelia will send Board-approved budget to City Clerk on May 22, following tonight's board meeting.

New Business

MOTION: Jonne moved to approve Amelia's request for leave without pay for May 27-June 10. Mary seconded. All voted in favor.

MOTION: Jolinda moved to table all remaining agenda items to the next meeting. Jonne seconded. All voted in favor.

Meeting adjourned 8:23pm.